

. . . . .

Class Specifications  
for the Class:

FISCAL OFFICER I

Duties Summary:

Directs the fiscal and accounting functions for an operating agency; gives staff assistance to program management on fiscal matters; assists in the preparation and presentation of the divisional budget; acts as liaison with departmental and central staff agencies; and performs other related duties as assigned.

Distinguishing Characteristics:

This class includes positions which direct the fiscal and accounting functions for a large division or equivalent department. Positions have the responsibility for developing and maintaining the fiscal planning, monitoring and control for an agency, and serve as staff consultants to division management on fiscal and business matters. They develop work plans, methods and general procedures relative to fiscal management; direct and coordinate the preparation of the agency's budget; and participate in the development of long-range financial plans.

Positions are found in agencies where the fiscal program is of sufficient size, with a diversity of funds, complex accounting requirements and where a moderately large staff of professional accountants and account clerical positions is required.

Examples of Duties:

Plans, directs and coordinates the work of accounting and clerical personnel in the conduct of accounting and fiscal control functions; develops and revises accounting system to meet the needs of the department and to meet requirements set up by the central fiscal agencies and by other authorities such as the federal government; initiates preparation of divisional budget; consolidates estimates of all operating units and prepares final budget for presentation to the departmental budget office and central budget agency; assists in the presentation of budget details at budget hearings; supervises the preparation of financial statements and analyzes and interprets such statements to determine needs of management as well as for funds control and anticipation of possible reprogramming needs; oversees cash flow and may initiate investment of funds in time certificates;

develops and directs the maintenance of budgetary controls and assigns funds to various organizational units on the basis of the approved budget; conducts and directs internal review to insure that accounting systems and procedures are understood, are being followed and are working satisfactorily; studies requests for changes in the authorized allotment of funds of an organizational segment to determine the necessity of such an adjustment; makes technical decisions on matters of financial planning and reporting; plans the organization of the fiscal office and determines need for staff; confers with division chief and program supervisors relative to fiscal procedures, regulations and finances; directs handling and accounting of trust and agency funds; directs the compilation of cost accounting data; makes organizational studies and report findings to the division chief along with recommendations; assists in developing long-range and special administrative planning problems; directs the purchases of materials, supplies and equipment; directs the keeping of inventories of equipment and supplies; reviews and acts upon leases, contracts and agreements and checks on performance of or adherence to contracts and agreements; participates in staff conferences pertaining to operational problems.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of accounting; principles and practices of public fiscal administration including budgeting and financial reporting; principles and practices of supervision; cost accounting methods and systems; governmental organization and functions; public relations.

Ability to: Plan, organize and direct accounting and fiscal control functions for a large division or equivalent department; develop, revise and install general accounting systems; prepare reports and analyses of financial activities; coordinate fiscal activities with other phases of management; maintain cooperative working relationships with others; speak and write effectively.

- - - - -

This is an amendment to the specification for the class Fiscal Officer approved on August 18, 1982, and a change in title to FISCAL OFFICER I effective August 18, 1982.

DATE APPROVED: 3/24/83

/s/ Clement L. Kamalu  
JAMES H. TAKUSHI  
Director of Personnel Services